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02A-2277-22

25 November 1962

MEMORANDUM FOR: Assistant Director/OCA

SUBJECT: Establishment of OCA 'Need-to-Know' Panel

1. This memorandum contains a recommendation for your approval in paragraph 2.

2. The Office of Special Activities approves or disapproves the 'need-to-know' of candidates for special projects managed by OSA (I, A, C, O). Historically, requests for such approval have been processed by the OCA Security Branch. In many instances the case is not 'black or white' and technical guidance must be solicited normally from the Chief, Operations Division, or Chief, Development Division, and in some instances, from the Front Office, OCA. This coordination with the various elements of the OCA has been effectuated by the Security Branch in a variety of methods in the past.

3. In order to standardize the review of the 'need-to-know' of candidates for these clearances, it is recommended that an OCA 'Need-to-Know' Panel be established. This panel would consist of the following officers:



4. The member of the panel should also designate an alternate. Procedurally, it is recommended that the Chief, Security Branch, accumulate requests for special project clearance which require coordination with other elements of the OCA and periodically call a meeting of this panel to pass on the cases in question.

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5. In the event, of course, guidance of another element of the OCA is deemed desirable in a particular instance, the Chief of the particular OCA component will be invited to participate.

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Chief, Security Branch
OCA

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(Signed)

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Recommendation in Paragraph 3 APPROVED:

JACK C. LEEFORD
AD/OCA

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